

KENTUCKY Adult Education



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Application Guidelines

**Knott and Leslie Counties
Core Services
FY 2013-14**

Submission Deadline

**June 17, 2013
5:30 p.m. (Eastern Time)**

**Kentucky Adult Education
Council on Postsecondary Education**
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601

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Requests for Proposals – Overview

Kentucky Adult Education (KYAE), a unit of the Council on Postsecondary Education, seeks applications for the provision of core adult education services in Knott and Leslie counties for July 1, 2013-June 30, 2014. Required core services are adult literacy services, adult basic education, adult secondary education/GED® credential preparation and local corrections education in counties with full-service jails. Other core services are family literacy, English as a second language and workplace education. For a definition of core services, see page 5.

As this is a competitive process, KYAE welcomes and strongly encourages all eligible applicants to apply. All eligible agencies, as defined in the Eligible Applicants section on page 4, have the right to compete for adult education funding. All proposals from eligible agencies will be reviewed and considered for funding, regardless of whether the eligible agency has provided services in the past.

KYAE will award grants to ensure the provision of core adult education services in every Kentucky county. Applicants may apply to provide services in one or more counties. In the case of counties without competitive proposals, if the proposal review team determines an application for a county is not fundable, the adult education core services funding for that county will be reallocated to an approved applicant.

The applicant shall not subcontract with other entities to deliver services; however, a consortium of eligible applicants joined under one fiscal agent is allowable.

In accordance with Title VI of the Civil Rights Act of 1964, the applicant shall not discriminate on the basis of gender, race, color, age and/or national origin in its adult education and literacy programs, activities, employment or admission policies and practices.

Funds are awarded on a competitive basis to:

- *assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;*
- *assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and*
- *assist adults in the completion of a secondary school education.*

*Adult Education and Family Literacy Act
Title II, Workforce Investment Act*

Additionally, KYAE is governed by the Kentucky Adult Education Act of 2000, Senate Bill 1, which calls for “an efficient, responsive and coordinated system of providers that delivers educational services to all adult citizens in quantities and of a quality that is comparable to the national average or above and significantly elevates the level of education of the adults of the Commonwealth.”

Selected applicants shall comply with the [KYAE Policy and Procedure Manual](#) as amended from time to time; the [Adult Education and Family Literacy Act](#), Title II, Workforce Investment Act; the [Kentucky Adult Education Act](#); and the Application Guidelines.

Interested applicants may acquaint themselves with KYAE through its website at www.kyae.ky.gov.

Bidder's Conference

A Bidder's Conference delivered by conference call is scheduled for 10-11 a.m. May 28, 2013. Dial-in Number: (800) 754-7476; Conference Code: 6379195009

To allow KYAE staff to answer as many questions as possible during the Bidder's Conference, please submit your questions by e-mail to Janet.Hoover@ky.gov by noon on May 27, 2013. Participants will also have an opportunity to ask questions during the Bidder's Conference and submit questions by e-mail until June 4, 2013. All questions and answers will be posted on KYAE's website, www.kyae.ky.gov.

Eligible Applicants

As this is a competitive process, KYAE welcomes and strongly encourages all eligible applicants to apply. All eligible agencies as defined below have the right to compete for adult education funding. All proposals from eligible agencies will be reviewed and considered for funding, regardless of whether the eligible agency has provided services in the past.

Eligible applicants include local educational agencies, community-based organizations of demonstrated effectiveness, volunteer literacy organizations of demonstrated effectiveness, institutions of higher education, public or private nonprofit agencies, libraries, public housing authorities, other nonprofit institutions with the ability to provide literacy services to adults and families, or a consortium of the agencies, organizations, institutions, libraries or authorities as described above. Community-based organizations and non-profit institutions include non-profit faith-based organizations.

Eligible Students

Applicants shall be willing to serve all eligible students. Pursuant to Title II of the [Workforce Investment Act, the Adult Education and Family Literacy Act](#), eligible students are those individuals who:

- have attained 16 years of age;
- are not enrolled or required to be enrolled in secondary school under state law; and who
 - lack sufficient mastery of basic educational skills to enable the individual to function effectively in society;
 - do not have a secondary school diploma or its recognized equivalent, or have not achieved an equivalent level of education; or
 - are unable to speak, read or write the English language.

Eligible students must live, work or be enrolled in postsecondary education in Kentucky. (This is a State Requirement. The federal Workforce Investment Act, Adult Education and Family Literacy Act, Title II, requires that RFPs identify state requirements.)

Grant Period

Selected applicants will be funded for one year (July 1, 2013 – June 30, 2014) subject to acceptable performance. Grants may be renewed annually contingent upon performance, state funding, reallocation of funds by Congress and reauthorization of the federal Workforce Investment Act.

Core Services

KYAE core services are defined as adult literacy services, adult basic education, adult secondary education/ GED® test credential preparation, English as a second language, family literacy, corrections

education and workforce education. Instruction in life skills, employability skills and computer literacy may be integrated into academic instruction but may not be provided as stand-alone instruction. (This is a State Requirement.)

Adult education programs shall:

- Provide free and direct services to eligible adult students on a 12-month basis. Services must be of sufficient intensity and duration for students to achieve substantial learning gains.
- Operate one or more sites in the county to meet the unique learning needs of its residents. (This is a State Requirement.)
- Provide services only in the counties for which they have contracted. (This is a State Requirement.)
- Expend funds only in counties for which they are allocated. (This is a State Requirement.)

Required Core Services

KYAE-funded programs are required to provide the following core services. (This is a State Requirement.)

Adult Literacy

Adult literacy is a program of instruction designed for adults who have minimal or no skills in reading, writing, speaking, problem solving or computation.

Adult Basic Education

Instruction in adult basic education is designed for adults who lack competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, in the workplace or in the family.

Adult Secondary Education/GED® Test Credential Preparation

Adult secondary education/GED® test credential preparation provides instruction designed for adults who have some literacy skills and can function in everyday life but who are not proficient in reading, writing, speaking, problem solving or computation or do not have a high school credential.

Students with a high school credential may be served in core services if they score 11.9 or below on the TABE (Tests of Adult Basic Education).

Corrections Education

Corrections education is a program of instruction that consists of adult literacy, adult basic education, adult secondary education/GED® test credential preparation and/or English as a second language for adult criminal offenders. These services may take place at a local jail, halfway house or state correctional institution. Instruction in life skills, employability skills and computer literacy may be integrated into academic instruction but may not be provided as stand-alone instruction. (This is a State Requirement.)

Adult education providers are required to serve [full-service jails](#) in their county provided the full-service jail meets certain provisions. (This is a State Requirement.) See the [KYAE Policy and Procedure Manual](#) for more information about corrections education.

Other Core Services

In addition to required core services, adult education providers are encouraged to provide the following services with core services grant funds.

Family Literacy

Family literacy programs are designed to break the intergenerational cycle of under-education by providing opportunities for parents and their children to learn together. Adult education providers offering family literacy shall ensure that programs are of sufficient quality, intensity and duration to make sustainable changes in a family. See the [KYAE Policy and Procedure Manual](#) for more information about family literacy.

English as a Second Language

English as a second language instruction assists individuals of limited English proficiency to achieve competence in the English language. Instruction is geared to adults who want to become more fluent in English, pass the U.S. citizenship test and/or GED® test credential and work on job-seeking skills. KYAE funds may not be used to provide instruction in Spanish or any language other than English.

Workforce Education

Workforce education is a program designed to improve the productivity of the workforce through improvement of adult education and workplace essential skills. Workforce education consists of providing usual and customary adult education services at a workplace site or in the adult education center. See the [KYAE Policy and Procedure Manual](#) for more information about workforce education.

Performance and Accountability

Programs shall meet or exceed 2013-14 county enrollment and GED® goals. (This is a State Requirement.) Please [click here](#) for 2012-13 county goals. Goals for 2013-14 have not yet been determined.

Programs shall meet or exceed standards for academic performance, defined as the percent of enrolled students completing National Reporting Service (NRS) education functional levels in areas such as reading, math and language. See the [KYAE Performance and Accountability Policy](#) for full information. (This is a State Requirement.)

Programs shall meet or exceed core services performance measures as negotiated by KYAE with the U.S. Office of Vocational and Adult Education in conjunction with the [National Reporting System](#). Performance measures for 2013-14 have not yet been finalized. Applicants should review the core services [performance measures](#) for the 2012-13 fiscal year with the understanding that these measures may be different in the 2013-14 fiscal year.

Personnel

All KYAE-funded personnel must meet the minimum qualifications in KYAE's personnel policy. KYAE reserves the right to amend the personnel policy, including, but not limited to, the minimum qualifications for employees funded by KYAE, or to change the requirements for professional development. KYAE will provide local programs with adequate notice of such policy changes. All new county program fiscal agents must ensure that all employees meet the minimum requirements as provided in the [KYAE Policy and Procedure Manual](#). (This is a State Requirement.)

KYAE favors a staffing model in which program directors 1) work 100 percent of their time in the adult education program as either a full-time adult education director or a full-time adult education program director/instructor; 2) lead the administrative and instructional functions of the program; 3) have daily engagement with the adult education staff and program and 4) have their offices in the same physical location as the main adult education center.

Technology

The fiscal agent is responsible for providing technical support to the adult education program as needed to ensure security of information, computer access for staff and students and proper functionality of hardware and software. (This is a State Requirement.)

Fiscal

Core services are funded by formula with state and federal appropriations based on those most in need. Funding levels are subject to revision based on availability of federal and state funds.

Applicants should use estimated funding projections available by [clicking here](#) as the basis for their proposal with the understanding that these are estimated funding levels and may be revised. Estimated county funding projections are based on budget information available in May 2013. All funding levels are subject to change and are based on the availability of state and federal allocations. Successful applicants will be provided an actual budget amount based on available state and federal allocations.

A **maximum** of 15 percent (5 percent federal, 10 percent state) of the core services grant funding may be used for administrative purposes. If the limit of the federal five percent in administrative is too restrictive to allow for adequate planning, administration, personnel development and interagency coordination, the eligible provider may negotiate with KYAE to determine an adequate level of funds to be used for noninstructional purposes. A strong justification must be presented.

Fiscal agents serving multiple counties should be aware that:

- Administrative funds can be pooled from multiple counties to support a full-time adult education director.
- Administrative funds from multiple counties must be used proportionately throughout the contracted counties.
- Any administrative functions performed at the county level must be budgeted at the county level.
- Instructional funds may not be used to cover administrative costs at the county level.

Facilities

KYAE favors adult education programs to pay minimal or no rent for space, especially those located in publically owned buildings. KYAE also favors having adult education centers located in age-appropriate locations to be appealing to adults and conducive to adult learning.

Fiscal agents shall ensure that:

- All instructional facilities and services are in compliance with the Americans with Disabilities Act of 1990.

- Facilities shall have appropriate exterior and interior signage clearly identifying the adult education programs.
- The learning environment is in good condition and properly maintained with adequate space and equipment.
- There is a separate room available for student assessment and counseling purposes.
- The building and surroundings are safe, sanitary and non-hazardous.
- The location is easily accessible with adequate parking.
- The facility has an environment conducive to adult learning.

If it is determined through a KYAE site visit that the facility does not meet requirements, the fiscal agent may be asked to relocate the center to a more appropriate location or correct deficiencies. (This is a State Requirement.)

Newly selected fiscal agents must work with the KYAE regional associates to identify appropriate adult education center locations. Fiscal agents must also work with the KYAE regional associates when moving the location of an adult education center. (This is a State Requirement.)

Preparing and Submitting the Application

A separate application must be submitted for each county to be served.

Submission Requirements:

- Applications must be typed and double-spaced, with 12-point type in Times New Roman or Arial and one-inch margins.
- The Narrative portion of the application must include page numbers.
- The submitted application will consist of the Grant Signature Page, Assurances, Narrative, Core Services Budget and Personnel Worksheets, Budget Narrative and Campaign Finance Law Compliance. Use the Application Checklist to ensure you have completed all required sections.
- **All applications must be sent by e-mail in the original format – in a Word document or Excel spreadsheet. Do not convert to an alternate format.**
- E-mail applications to Janet Hoover at Janet.Hoover@ky.gov. All required sections, including all forms, must be submitted together in the same e-mail. If you have technical difficulties in electronically submitting this information, please contact Toni Quire at Toni.Quire@ky.gov or (502) 573-5114, ext. 113.
- If you do not receive e-mail notification of receipt of your materials within three days of submission, please contact Janet.Hoover@ky.gov.
- The **original** Grant Signature Page, Assurances and Campaign Finance Law Compliance form, all signed by the authorizing agent (agency head) must also be mailed hard copy (in addition to submitting them electronically) to:

**Janet Hoover
Council on Postsecondary Education
1024 Capital Center Drive
Frankfort KY 40601**

- **Attachments to the application are not permitted.**

Application Deadline

All application materials must be submitted electronically to Janet.Hoover@ky.gov no later than 5:30 p.m. (Eastern Time) June 17, 2013.

The original Grant Signature Page, Assurances and Campaign Finance Law Compliance form with required signatures must be mailed hard copy to the address above and postmarked on or before June 17, 2013.

This is a competitive application process; therefore, no late applications will be accepted or considered.

Process for Proposal Review

Proposals will be reviewed by teams of expert readers from KYAE, Council for Postsecondary Education and/or other organizations. Review of proposals will be based on the completion of the requested information in the narrative as well as completion of required forms.

Applications will be scored on a 200-point scale. See the Narrative section for distribution of points. To be approved, the application must score at least 140 points out of 200, or 70 percent.

Technical Assistance

For technical assistance, contact Janet Hoover at Janet.Hoover@ky.gov or (502) 573-5114, ext. 110.